

## QUALITY CONTROL PORTFOLIO PROCEDURES

Quality Control Portfolios are **secure** portfolios that have preassigned scores by the Scoring Accuracy Assurance Team. These are used to bring scorers back to the language of the rubric in any subdomain during the scoring of portfolios. The use of the Quality Control Portfolios is **mandated** by the Kentucky Department of Education.

### General Directions

- Schools should reproduce enough copies of the Quality Control Portfolios so that all scorers will be able to read and score them at the same time, allowing for a short discussion of the portfolios and the scoring criteria and rationale when all scores have been turned in. The elementary and middle school will have three Quality Control Portfolios and the high school will have four. This means that the Cluster Leader/Scoring Facilitator will have nine (elem. and middle) and 12 (high school) Quality Control Portfolio **pieces** to use for the quality control procedure. **Cluster Leaders must designate 1 whole portfolio (three pieces for elem. and middle, four pieces for high school) that will be used with the whole group.**
- The use of the Quality Control Portfolio piece **must** take place after the initial recalibration at the beginning of each scoring session and either after a long break or after lunch again. In addition, schools with proven accuracy use the quality control procedure mid-morning and mid-afternoon in an all-day scoring session.
- Scores from the quality control procedure must be recorded **each** time on the Quality Control Record and sent to the DACS. Cluster Leaders should keep a copy of the record as well.
- Besides using the mandated Quality Control Portfolio Procedures during the scoring of the portfolios, the use of table leaders may be initiated. This has proven beneficial to larger schools.

### Steps

1. **One piece** (example-reflective) from a Quality Control Portfolio will be used after initial recalibration at the **beginning of each** scoring session. The subdomain scores (content, structure, conventions) must be **exact or adjacent**.
2. The Cluster Leader/Scoring Facilitator on the Quality Control Portfolio Record will record the scorer's scores.
3. Discussion will follow using the rationale and rubric.
4. If everyone scores the piece from the Quality Control Portfolio with exact or adjacent subdomain scores, scoring of the live portfolios may begin.
5. If any scorer **has one or more of the subdomains' scores nonadjacent (two or more points) in the piece** (example-content from the reflective), then they will need to discuss with the Cluster Leader/Scoring Facilitator the rubric and the Anchor Papers from the subdomain that was nonadjacent. A **second piece** (example-literary) from the Quality Control Portfolio will be scored by the scorer. His/her scores will be recorded on the Quality Control Record. Scorers may begin scoring if Quality Control piece is **exact or adjacent in each subdomain**.
6. The scoring director can monitor the scoring of team members that had nonadjacent scores of the Quality Control Portfolio piece by having them to read another Quality Control piece after scoring **at least five portfolios**. Record the subdomain scores on the Quality Control Portfolio Record. If **any** of the subdomain scores are **non-adjacent** from that piece, discuss the rationale, score, and Anchor Paper of the nonadjacent subdomain. Have the scorer to read **one more** Quality Control Portfolio piece. Record the subdomain scores. Scorers may **continue scoring** if Quality Control piece is **exact or adjacent** in each subdomain.

**All copies of the Quality Control Portfolios and the Quality Control Portfolio Record are to be sent back to the DACS after scoring session ends, to be stored with other secure assessment materials.**